MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 66 OF 2019

Vacancies for Post of Shorthand Writer
Ministry of Finance and Economic Development
(Assessment Review Committee)

Applications are invited from qualified candidates who wish to be considered for appointment as Shorthand Writer in the Assessment Review Committee, Ministry of Finance and Economic Development.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess:

   A. a Cambridge Higher School Certificate with passes at “Principal Level” in English Language and French or passes in at least two subjects including English and French obtained on one certificate at the General Certificate of Education “Advanced Level”.

   B. a Certificate in keyboarding or typewriting with a speed of at least 40 words a minute from a recognised institution.

   OR

   Equivalent qualifications to A and B acceptable to the Public Service Commission.

2. Candidates should –

   (i) have the ability to use computer-assisted transcriptions;
   (ii) possess excellent word processing skills and be able to use digital recording system;
   (iii) have good communication skills;
   (iv) be able to meet tight deadlines;
   (v) have the ability to prioritise work; and
   (vi) be computer literate.

NOTE

Senior Word Processing Operators and Word Processing Operators who hold a substantive appointment in their respective grades will also be considered provided they possess the qualifications laid down at 1.B and 2 above.
1. Candidates should submit a copy of the qualification at 1.B above together with their Application Form.

2. Candidates should also produce written evidence of knowledge claimed.

3. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

4. Candidates may be required to sit for a written examination as part of the selection process.

5. The Commission reserves the right:
   (i) to convene **only** the best qualified candidates for interview; and
   (ii) not to make any appointment following this advertisement.

### IV. DUTIES AND SALARY

1. To listen to digital recorded minutes of proceedings and meetings, both in English and French and to transcribe them.

2. To give clerical, typewriting and secretarial assistance, as and when required.

3. To ensure that all documents are typed correctly and accurately.

4. To work collaboratively with other secretarial support to provide a responsible and professional secretariat support.

5. To provide training to Senior Word Processing Operators and Word Processing Operators, as and when required.

6. To use ICT in the performance of his duties.

7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Shorthand Writer in the roles ascribed to him.

**Note**

Shorthand Writers may be required to work outside normal working hours.

The permanent and pensionable post carries salary in scale Rs 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 a month.
V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:  
   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by e-mail. Candidates are advised to submit their e-mail address.

6. For queries regarding Username & Password, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For technical support and other queries, the helpdesk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION [in response to Public Advertisement]” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies overseas.
VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, not later than 3.00 p.m. (local time) on Monday 12 August 2019. Applications received after the specified closing date will not be considered.

Date: 23 July 2019

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE